

CIA INTERNAL USE ONLY

27 August 1957

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MEMORANDUM FOR: Chief, Intelligence School

SUBJECT : Weekly Activities Report #35
20 - 27 August 1957

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1. Basic Supervision. New reading kits for the Basic Supervision course were completed this past week. In addition, the Supplementary kits for the course were revised.

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[] is now engaged in further planning for a possible pre-supervision course. Means of identifying appropriate candidates, determination of actual subject matter, and consideration of available reading and case materials are chief concerns at this stage of the planning process.

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2. Basic Management. On Friday, 23 August [] and [] visited Mr. Carl Auvil, Chief, Program Section, Executive Office of the Secretary, Navy Department, to discuss existing training programs of a management nature for civilian personnel of the Department of the Navy.

On Monday, 26 August, [] contacted Donald Hayse, Special Assistant to the Chief, Bureau of Foreign Commerce, Department of Commerce for discussion relative to development of their program for management personnel.

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On Tuesday, 27 August, [] visited [] Chief, O&M Staff (~~OTR~~ area) to discuss suggestions for emphasis within OTR's Management Training courses.

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3. Personnel. On Monday, 26 August, [] joined the staff of Management Training. We are delighted to have [] aboard and are looking forward to his assistance in the improvement of our programs.

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4. Social Notes from all over. [] received the formal report covering their endeavors during the PETB testing. Applications will be forthcoming in one case for the Metropolitan Police Department and in the other case for a female position in our Medical office.

[]
Chief, Management Training

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